

# Gloucester Rowing Club Committee Meeting

## 7.30pm Monday 10<sup>th</sup> July 2017

### Minutes

Present: Stephen Rose, Keren Holland, Margaret Hamilton, Lydia Watson, Scott Carpenter.

#### 1. Apologies

Nick Summers, Sue Jones, Ben Rodford, Robert Dibley, Clive Pendry.

#### 2. Minutes of Meeting 5<sup>th</sup> June 2017

Approved after minor amendments.

#### 3. Action Points arising

- a. Margaret Hamilton and Lydia Watson looking to enroll on an online Safeguarding Course – on going. Question mark raised over Nick Summers as hasn't been able to attend Committee meetings, does he need to complete?
- b. Ben meeting with Tom Pattichis - ongoing.
- c. Hartpury Safeguarding reporting structure, Laura needs to speak to a colleague with more expertise before coming back to Ben. Hartpury will still be a part of GRC so this issue is ongoing.
- d. Launch drivers - ongoing.
- e. Fundraising, email to club members seeking support for people to carry forward. Initial action with Stephen Rose to provide further information to Ben Rodford. Scott Carpenter then to follow up with Beginners to try and identify personnel.
- f. Roles and Responsibilities, most have been completed. Still waiting for Events Secretary. Others can be loaded to website.
- g. Twitter Account – log in details to be forwarded to other Squad Leaders to enable a balanced view of the Club from Juniors through to Seniors – ongoing Ben to give access.
- h. Email address list of members not in squads – still being compiled.

#### 4. Chairs Report

Nil.

## 5. Treasurers Report

The auditors have signed off last year's accounts.

An issue has arisen over the last week or so with Sport England asking for reporting on money that was received by the Club for a programme for Rowability. In 2014 the Club in conjunction with British Rowing Rowability put a bid in for £9500.00 for equipment and training. The equipment was purchased, however around £1500.00 of the training budget may not have been spent. We are in the process of completing the reporting to Sport England to the period requested, 31<sup>st</sup> March 2015. We are, however, unsure if once this report is completed it may trigger another report to end of March 2016 and so on. There is two scenarios: one is that we are required to pay back the difference; or we are required to pay back the full amount.

### Private Boats

A question was raised about the private boats allocated racking which caused me to review how we came to that list.

The work was started in September 2015 and the main debate was about the proportion of the Club's fleet that should be stored internally on the new site; racks for private boats was a secondary consideration. The task of deciding what we needed was delegated to the Rowing Committee and part of the answer that came back was that we needed racks for 2 x private 2x's and 21 x private 1x's, there was no list of names attached at that time.

The list that I provided is my own reconstruction based on who currently has boats in the boathouse and the order in which they arrived. On examining the list, you will see that 2 people allocated racks have a date of 1/4/15 against their names; Bill and Margaret Sayers have the same date but are on the waiting list. Bill and Margaret are lower down the list because although they brought boats into the boathouse at about that time, they did not actually pay anything for racking until some months later. Looking at the input to the Rowing Committee, Bill and Margaret were on the list as was Trevor Howe who had asked for a rack but had not been found space at that time; Trevor brought his boat to the Club in October '15. Sue Jones also brought her 2<sup>nd</sup> boat to the boathouse in October '15; that boat was not on my input to the RC but they may well have known of Sue's requirement for a 2<sup>nd</sup> rack. The next date on the reserve list is August '16 and so none of the other reserves would have been considered as part of the RC deliberations.

Looking back at the correspondence, a partial explanation of the discrepancy might be that the RC excluded boats stored in the roof; I know that some of those boat owners are expecting to move their boats to the new boathouse.

I am expecting some people on the allocated list to decline the move to the new boathouse, for example Gerry told me that she believes Sarah Cook is looking to sell her boat. So, some or all of those at the top of the waiting list will get a rack. What do we do about any of the 3

or 4 cases that should have been included in the original allocation who do not end up with a rack?

I can see 3 options:

- a. We stick with the original plan – 21 racks for private boats allocated as proposed in my email
- b. Allocate racks to those 3 or 4 and, if we end up with more than 21 allocated, nobody on the waiting list gets a rack until the number of private 1x racks drops below 21.
- c. Allocate racks to those 3 or 4 and, if we end up with more than 21 allocated, whatever number of private racks we end up with becomes the new allocation for private racks.

Some other factors to consider:

- d. The Club has a total of 28 1x racks allocated to it.
- e. When the new boathouse is filled with boats, there is a (hopefully small) risk that we will not be able to accommodate as many boats as we thought.
- f. We believe that there will be some space for additional mobile boat racks which would increase the capacity for singles but cannot be sure until we get boats, blades, launches etc in there and see how it all fits.
- g. The Club will not need its full allocation of racks until December 2019 when we relinquish the old boathouse; some of the current private boat owners may have left the Club by then making option **b** a viable approach without long-term impact on the storage of the Club's own boats.

Committee Members present discussed and agreed that option **b** was appropriate.

### **Level 1 fit out**

We have an opportunity to get started on fitting out level 1 of the new boathouse. It could be done in time for the regatta and would give us a venue to hold the AGM. We could also use it for other activities including land training; Tom P has equipment that he wants to put on site for use by his new 18-23 age group.

There are some costs involved, and the boathouse project has no funds to support this. If we can get the fit out done, it would save about £1500 on marquee hire at the regatta and the Club would be asked to contribute some of this to the cost of the fit-out work. We would still need to hire tables and chairs for the regatta and find our own furniture for the longer term.

The stairs to the main entrance and internally to get to the first floor are being donated by JGB (John Williams and Barrie Evans) and will be ready by the end of the month. They will need temporary handrails and balustrades which will be made from scaffolding.

The floor was going to be screeded and this will still be needed for the showers/toilet. For the rest, we will have plywood attached to a wooden frame with the time and materials to install this being donated by contacts of Tony Markey's.

When the ground floor electrics and water are commissioned, a limited supply will be run up to the first floor. A couple of power sockets for temporary lighting, water boilers, fridges, microwaves etc and a water and waste connection to a sink. Tony will loan temporary lights and a sink and some kitchen units from his company. [The current lack of progress on the water connection is a risk for us to consider.]

To get the fire safety rating to allow an occupancy of 300 people, we will need to have the fire escape stairs. The interim solution will be based on scaffolding. Tony expects to get free use of the scaffolding but there will be an installation cost of about £1000 which the Club will be asked to pay out of the saving on the regatta marquees.

When Tony met with the building inspector this week, an additional requirement surfaced. The first floor is made up of concrete blocks. We knew that we must fill the gaps between blocks where we screed but had hoped to not need to do this where we are laying a wooden floor. The grouting is also a fire safety requirement and still needs to be done. The work involves mixing sand and cement and pouring it into the gaps and then adding water to make it set; the sand and cement bags would have to be carried up to the first floor. To meet the schedule for completion before the regatta, this would need to be done by the end of July. Tony has asked if the Club can provide a working party to do this; we might need 30-40 members prepared to give up a day to get this done.

On the assumption that Tony can get all his pieces to line up, the questions are:

- a. Are we happy to put any savings on the regatta marquee towards this work?

Committee Members present discussed this and agreed with this.

- b. Can we arrange the 'grouting' working party before the end of July?  
If not, would we be prepared to pay the cost of somebody else doing it and recoup the money through our future fund raising for the boathouse?

Again this was discussed with Committee Members present and the consensus was that if this represents the savings to the club indicated a concerted effort would be made to get this task completed by the end of July.

- c. If we could do everything but the water connection, would we go ahead and be prepared to carry water up to the first floor for the regatta?

This was discussed and agreed that it would be best to have everything running from the new Boathouse.

### **Membership**

Proposed new members:

Senior: Lynsey Hill; Matthew Thomas (University student for the summer);

Temporary: Michelle Beint; Eleanor Kirby; Sharon Gray; Charlotte Goodship; Caroline Britten.

### **Development**

Power and lights to be connected this week. Just the connection from the meter to the circuit board is required. Boat rack is around 85% completed, and the Rowing Committee will decide which boats to send across first.

The water connection is ongoing with the City Council appear to be delaying a decision whether we can simply connect to the supply at the Car Boot.

### **Incorporation of GRC**

No progress to report.

## **6. Safety Advisors Report**

Reports of blue green algae around the country – email will be sent to all club members warning them of the risk. Also there have been reports of canal boats hitting rowing boats. If this happens on our stretch please report immediately to the nearest bridge keeper. They will require the name of the boat and or the registration number.

Incidents:

None reported, although there were two recent capsizes by members of the men's squad – these will be reported shortly.

## **7. Safeguarding**

The Safeguarding Audit is now complete.

The Roles and Responsibilities have now nearly all been completed.

We still need clarification on Hartpury's reporting structure – especially as they are a formal part of the Club.

First Aid Policy, does the Club have one? No one at Committee is aware of one – although Sue Jones is keeping an eye on the stock of the First Aid Kit and restocking when necessary. When we move to the new Clubhouse it will be up to each user organisation to arrange a First Aid Policy and equipment.

Club Mark, this is back up in the air with the restructure of British Rowing as the person responsible has now been moved to another area and we are yet to find out if there is a replacement.

## **8. Regatta**

We are looking to run the entire event from the new site.

Our Events Secretary, Karen Goodwin, is away for August. Beth Rodford will be picking up a lot of the online requests etc.

We are also presently thin on the ground for Umpires for the event. If all of our own Club Umpires are available we should be ok.

We are holding the Challenge Cup on the Sunday Event, we hold this every 5 years.

Margaret is happy to lead the Fund Raising Campaign for the event. She requested getting a couple of banners (10' by 3') and Committee agreed.

Also she is happy to make enquiries about getting a t-shirt designed and printed for the event. These were big sellers at Llandaff's Regatta.

The BBQ will be located on the grass up by the towpath, opposite the Clubhouse – hopefully we will gain a lot of passing trade.

## **9. AGM**

Are there any rule changes?

Migration plans to the new Boathouse, it was agreed we should do this separately to the AGM or the meeting may be too long.

Plans for Incorporation of the Club need to be discussed at AGM.

Normal Reports need to be made – will decide at our next meeting who will cover these.

We would like to touch on bringing back "friendliness" to the Club and integration of all members.

**10. AOB**

- a. It is apparent that there is a lack of friendliness and on occasion a lack of respect at the Club. What can we do as a Club to change this? The lack of a Captain may be exacerbating this? It used to be that after sessions everyone would be around for a cuppa and a chat – this seems to be happening less and less. We need to be people focused, and take time to chat with each other.
- b. Drop in session at new Clubhouse, open invitation for all members, including new juniors and parents. Stephen will organize this – more than likely on the working party day /s.

Meeting closed 2050hrs.

Next meeting 21st August.